TOTAL ARMY PERFORMANCE EVALUATION SYSTEM (TAPES)

Terminal Learning Objective:

***Given a scenario that provides information to rate/ evaluate a civilian employees' job performance complete DA**

Enabling Learning Objectives:

***Given a list of terms related to TAPES and a list of definitions, match the correct term to its definition IAW AR 690-400.**

***Given information on rating DA civilian personnel, select the rules for counseling when using TAPES IAW AR 690-400.**

***Given information on rating DA civilian personnel, discuss the Base System IAW AR 690-400.**

DEFINITIONS

Base System:

Army's performance appraisal system covering employees pay and grade WL, WG, WS/GS-8 and below, and equivalent levels

Counseling Checklist (DA Form 7223-1), Base System Civilian Performance Counseling Checklist/Record.

Used to record results of performance counseling sessions.

Counseling documented on the form should include:

- **Specific work expectations.**
- **Professional development plans.**

Describe results of progress reviews of achievements.

Status of traini

Ratee:

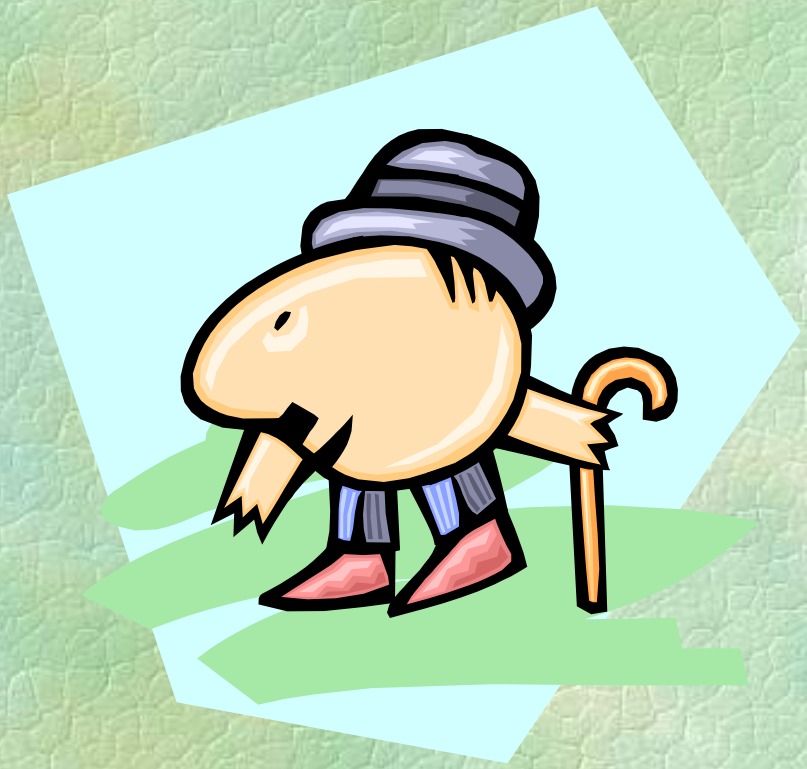
Employee who is being rated.

Rater:

The individual in the Ratee's chain of command, normally the immediate supervisor.

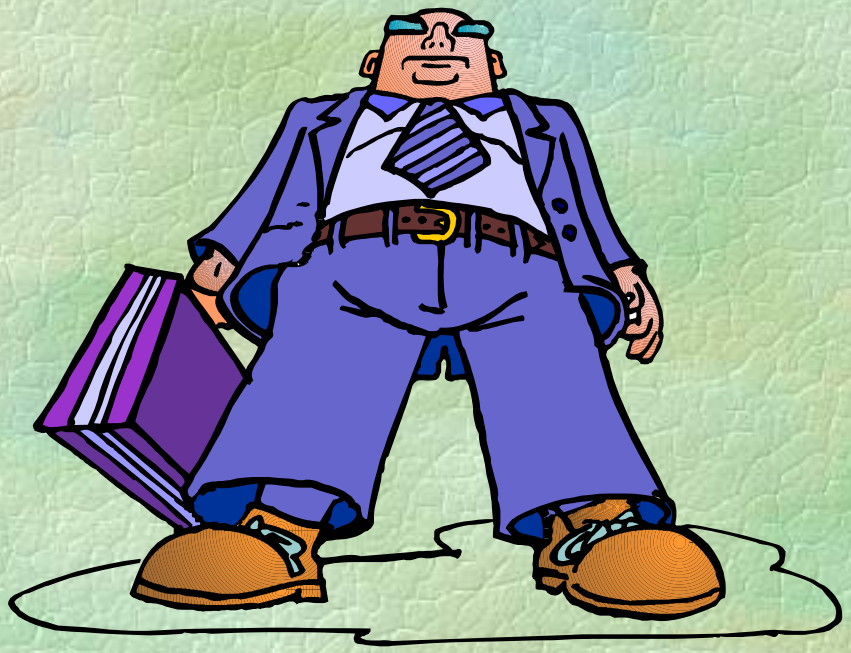
Senior Rater:

The individual in the Ratee's supervisory chain of command who is at a higher level in the organization



Rating Chain:

The Rater, Intermediate Rate (optional) and *Senior* Rater.

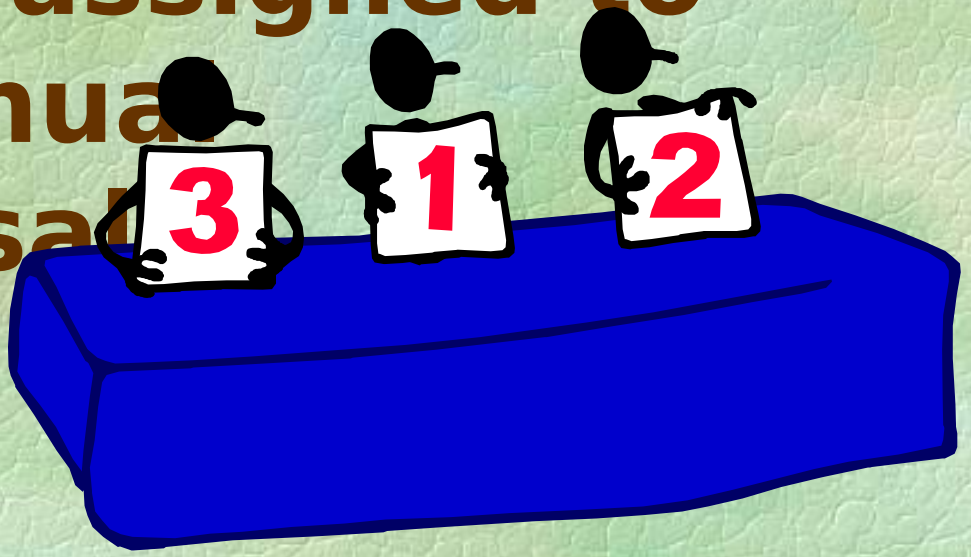


Intermediate Rater

Individual who occupies a supervisory position in the rated person's chain of command, which falls between that of the Rater and the Senior Rater.

Rating of Record:

The Overall Performance Rating assigned to the annual appraisal



Objective Performance Rating:

The summary rating assigned to describe the Ratee's overall performance for the rating period.

Performance:

The Ratee's accomplishment of documented expectations during performance discussions.

Performance Appraisal:

The act or process of reviewing and evaluating the Ratee's achievements against documented expectations, recorded on the Performance Evaluation Report form.

Performance Plan:

DA Form 7223-1 in the Base System; used to document performance related

Performance plan uses the job description and the unit's mission/goals.

It entails performance standards, responsibilities, individual & professional development expectations.

Becomes effective on the day

Annual Rating Period:

Normally 12 months. (must cover at least 120 days.)

Special Appraisal:

Appraisals issued for purposes other than the

Special Appraisal continued:

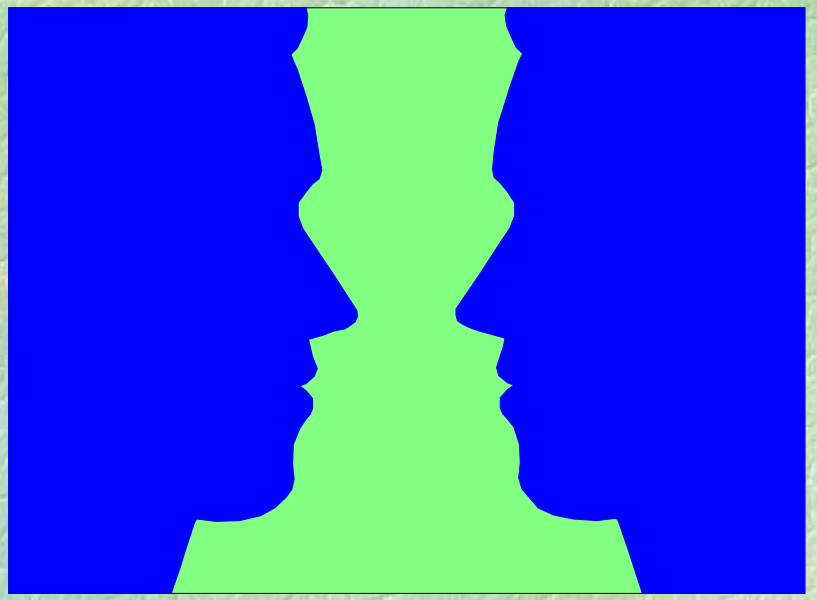
Applies to ratees who are detailed

Temporarily promoted or otherwise signed away from their normal duties for 120 days or more during

Values: DA values, ethics, loyalty, duty, respect, selfless service, honor, integrity and personal courage from the core of the Army's culture and are included in the rating process.

Rules for Counseling:

Face-to-face Counseling is mandatory for the Base System:



- The rater should be as clear and concise as possible

Counseling is like a two-way street, you should listen to the Ratee. Be concerned about their feelings, needs and goals.

Both parties should talk as long and often as necessary to make sure you both understand what is said.

Use the Performance checklist/ record (DA7223-1) along with a working copy of the Evaluation Form (DA 7223) and the ratee's job description.

Conduct initial counseling within the first 30 days of each rating period and again at the midpoint.

Performance counseling should include:

Describing the work the unit is doing.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL		• PLAN FOR PERSONNEL CUTBACKS
00-12-11	R.A.G.	• IDENTIFY COMPUTER NEEDS; REQUISITION EQUIPMENT
00-12-16	D.S.	• CONDUCT QUARTERLY SPOT-CHECK OF MINIMUM 100 PERSONNEL RECORDS
00-12-20	J.F.D.	• REDUCE OWCP & O.T. COSTS - 10% EACH BY FY END
00-12-30	S.J.M.	• COMPLETE UNIT'S TRAINING NEEDS, SURVEY NLT OCT.
		• ATTEND BASIC SUPERVISION COURSE
LATER *(Optional)*		
MIDPOINT		• SUBMITTED TIMELY EEO GOALS THAT ARE AGRESSIVE BUT ATTAINABLE WITH CONCERTED EFFORT; GOOD BRANCH SUPPORT
01-06-09	R.A.G.	• REQUISITIONED TWO COMPUTERS TO AUTOMATE RECORDS; TIME TO BEGIN WORKING WITH CONTRACTORS ON WORK UNIT TRAINING
01-07-09	D.S.	• MADE LIGHT DUTY ASSIGNMENTS FOR CLERK WITH INJURED BACK- REDUCED CLAIM COST BY 50%
01-07-14	J.F.D.	• QUARTERLY REVIEW OF RECORDS STILL DISCLOSES DISPOSAL ERRORS- NEEDS MORE EMPHASIS
01-07-18	S.J.M.	
LATER *(Optional)*		

REVERSE, DA FORM 7223-1, AUG 1998 USAPA V1.00

Telling the Ratee what you expect him/her to do.

What

How

When

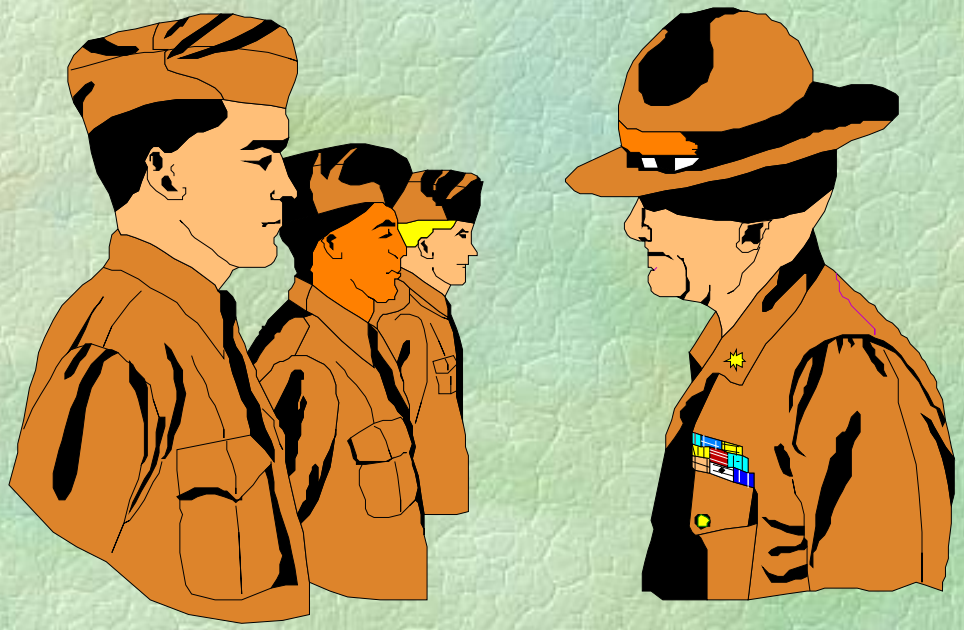
Listening to the ratee explain:

What they hope to do and accomplish.

How they think the job could be done better.

What help or training s/he thinks they might need to do the job.

Explain DA values.



OATH OF OFFICE

(OFFICERS AND ARMY CIVILIANS)

"I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL **SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES** AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE UPON WHICH I AM ABOUT TO ENTER. SO HELP ME GOD."

What they mean to you and how they effect the Ratee.

Ask what DA values mean to the rated employee.

Ask how they will support DA values.

Ensure to document dates of counseling, and initials of the Ratee, Rater and Senior Rater.

Additional performance counseling should be done whenever the situation warrants it, i.e. changes in expectations decline in performan

The Base System Evaluation Report

Part I, Administrative Data-

Identifies the Ratee, position, title, pay plan, series/grade, organization/ installation, reason for submission, period covered and months rated.

Part II, Authentication-
Lists the rating chain i.e., Rater,

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
BECKER, RICK N.	021-24-1892	GS-204-06 Supervisor Files Clerk

d. ORGANIZATION/INSTALLATION	e. REASON FOR SUBMISSION
TAGD, Support Division, Records Branch, Retrieving & Disposition	[X] ANNUAL [ ] SPECIAL

f. PERIOD COVERED (YYYYMMDD)	g. RATED MOS.	h. RATEE COPY (Check one and date)
FROM 1999/12/01 THRU 2000/11/30	12	[X] GIVEN TO RATEE 12/2/01 [ ] FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE
Tate, Ann O.		

GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT
GS-7 Support Division, Records, Chief, Retriving and Disposal Section

b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
Fact, Art I.		

GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT
GS-9 Support Division, Chief, Records Section

c. NAME OF SENIOR RATER (Last, First, Middle Initial) (If used)	SIGNATURE	DATE
Noe, Kim O.		

GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT
GS-11, TAGD, Chief, Support Division

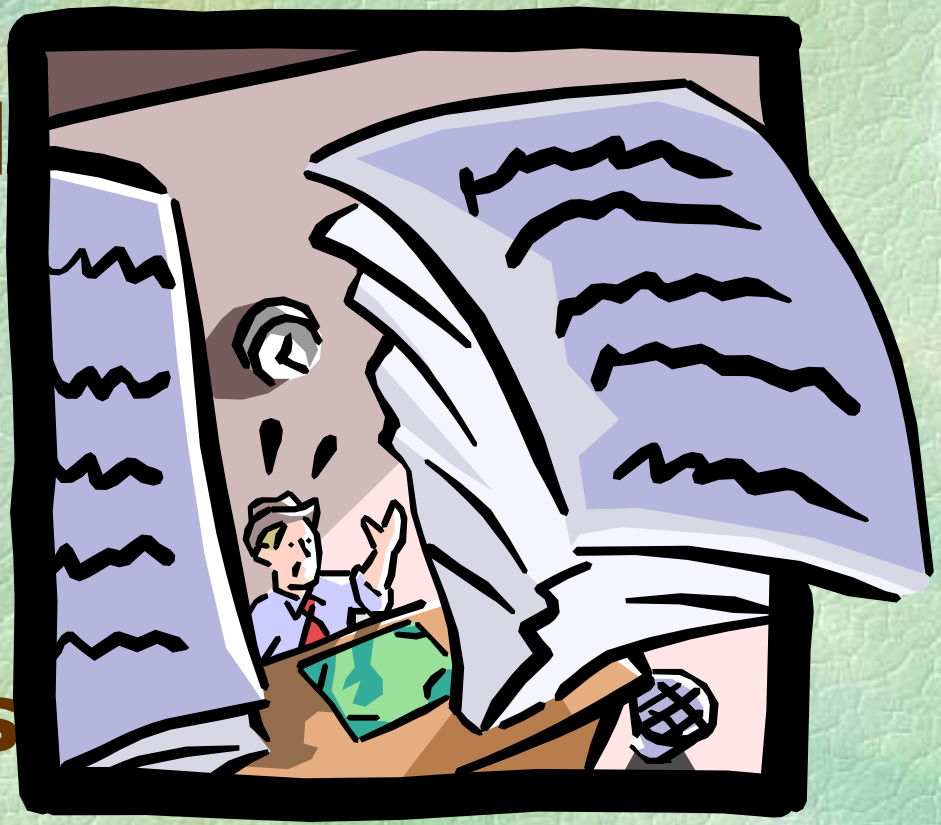
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

Part III
Performance Award/Quality Step Increase. (this replaces the DA Form 1256 for nominating and approving Performance Awards and Quality Step Increases).

Part IV
Duty Description

Daily Duties and Scope-

People, equipment, facilities, dollars & confirms position



PART IV - DUTY DESCRIPTION *(Rater)*

a. **DAILY DUTIES AND SCOPE** *(To include as appropriate: people, equipment, facilities, and dollars).* **Position Description** *(DA Form 374)* **is correct:** [X] YES [ ] NO

As work unit leader of the Files Disposal Unit, supervises GS 3-4 files clerks who review military personnel records and purge them in accordance with MARKS. Distributes and balances workload, instructs subordinates and monitors work to assure that files are timely and correctly disposed. Maintains current knowledge of operations and answers questions on procedure, policies directives,etc. Adjusts work and sets/changes priorities as Branch needs dictate. Initiates formal requests for personnel actions. Maintains adequate working conditions.

b. **AREAS OF SPECIAL EMPHASIS**

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER *(Optional)*	MIDPOINT	LATER *(Optional)*

Areas of Special Emphasis:

The most important jobs and projects the ratee worked on during the rating period.

Counseling dates from checklist/ record:

Dates that the Rater and ratee employee had counseling sessions.

Should be copied from Counseling Checklist (DA Form 7223-1).

Part V
Values

Raters use this section to list ways the Ratee

It is not used as part of the performance rating.

Bullet comments are used.

PART V - VALUES *(Rater)*

VALUES	BULLET COMMENTS
Loyalty	o Always willing to help others learn.
Duty	
Respect	o Intregraty and commitment to duty earns the respect of associates
Selfless service	o Extremely devoted to mission accomplishment
Honor	
Integrity	
Personal courage	

Part Vb
Responsibilities:

Excellence: Consistently exceeds level described by standards and documented expectations, frequently produces more or better than expected

Part Vb
Responsibilities :

Success: Usually performs at a level described by the standards and documented expectations. Quantity/quality of accomplishments are generally at expected levels. Strengths clearly outweigh

Part Vb
Responsibilities :

Needs improvement:
Sometimes performs at level described by standards and documented expectations however, fails enough so that weaknesses slightly outweigh strengths.

Part Vb
Responsibilities:

Fails: Frequently fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.

Each responsibility is listed on the left followed by trigger words to remind Rater what types of activities are being used

The Rater should create bullets based on what the Ratee accomplished during the rated period. Bullets should be:

One to two lines.

Specific and quantitative (things that can be seen or measured).

Intermediate rater (if applicable):

Review counseling checklist and rating.

Agrees or disagrees with rating and discusses this with Rater.

Part VI

Senior Rater

Reviews responsibilities and ratings of subordinate raters.

If in agreement, checks appropriate overall Performance Rating. If Senior Rater disagrees, s/he tells rater why, bullet does not justify the rating given.

Once disagreement is resolved, either by convincing rater or by making necessary changes themselves then Senior Rater writes short concise bullet comments on Ratee's performance and potential in Part VII.

Overall performance rating definitions:

1. **Success level 1:**

(a) Ratee with NO supervisory duties is rated:

<u>EXCELLENCE</u> in three

or

more of the non-supervisory

SUCCESS in the remaining non-supervisory responsibilities.

(b) Ratee <u>with</u> supervisory duties must be rated:

<u>EXCELLENCE</u> in four or more responsibilities (AND)

At least one must be either supervision/leadership or EEO/AA (AND)

SUCCESS in the remainder

2. Successful level 2:

(a) Ratee with NO supervisory duties is rated:

EXCELLENCE

SUCCESS in the remaining non-supervisory responsibilities

(b) Ratee with supervisory duties is

rated

<u>EXCELLENCE</u> in either two or three responsibilities, one

3. Success level 3:

(a) Ratee with NO supervisory duties is rated (SUCCESS in ALL rated responsibilities)

(b) Ratee with supervisory duties is rated:

<u>EXCELLENCE</u> in one or more non-supervisory

Is rated SUCCESS in ALL non-supervisory responsibilities (AND)

<u>EXCELLENCE</u> in either supervisory/leadership or EEO/AA

4. FAIR If ratee is rated NEEDS IMPROVEMENT in 1 or more responsibilities and NOT RATED FAILS IN ANY.

5. If ratee receives a FAILS in one or more responsibilities regardless of ratings in other responsibilities, it is annotated as <u>UNSUCCESSFUL</u>

QUESTIONS???